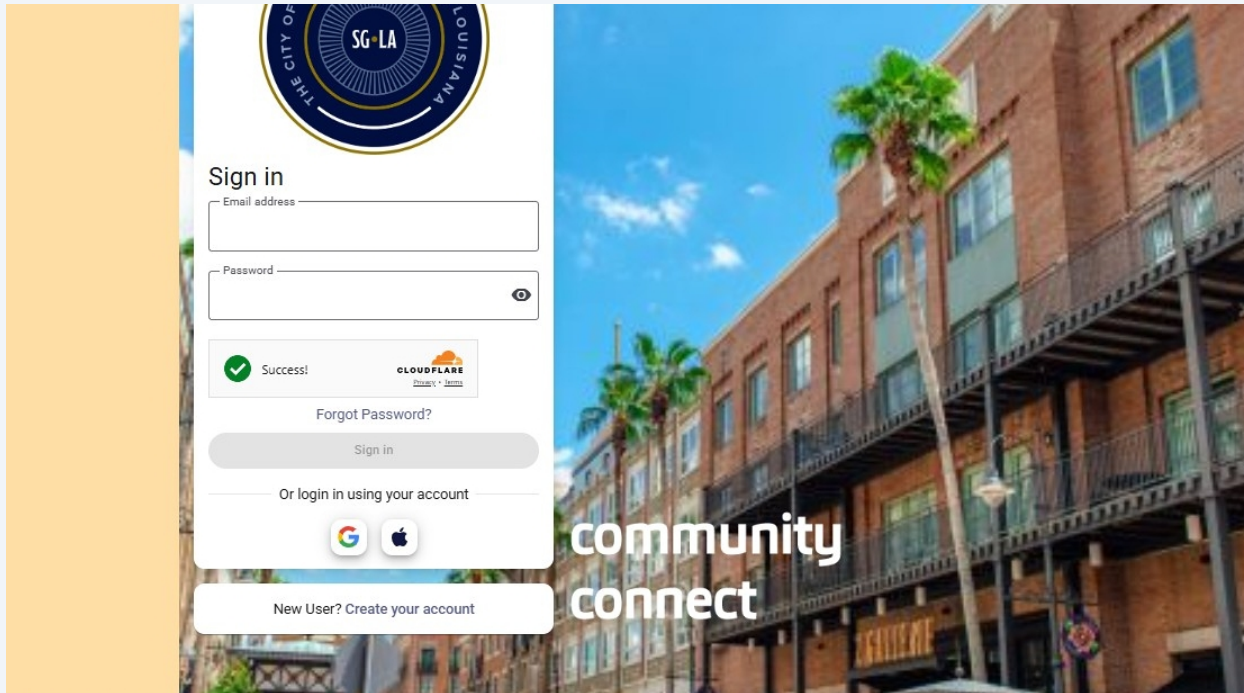
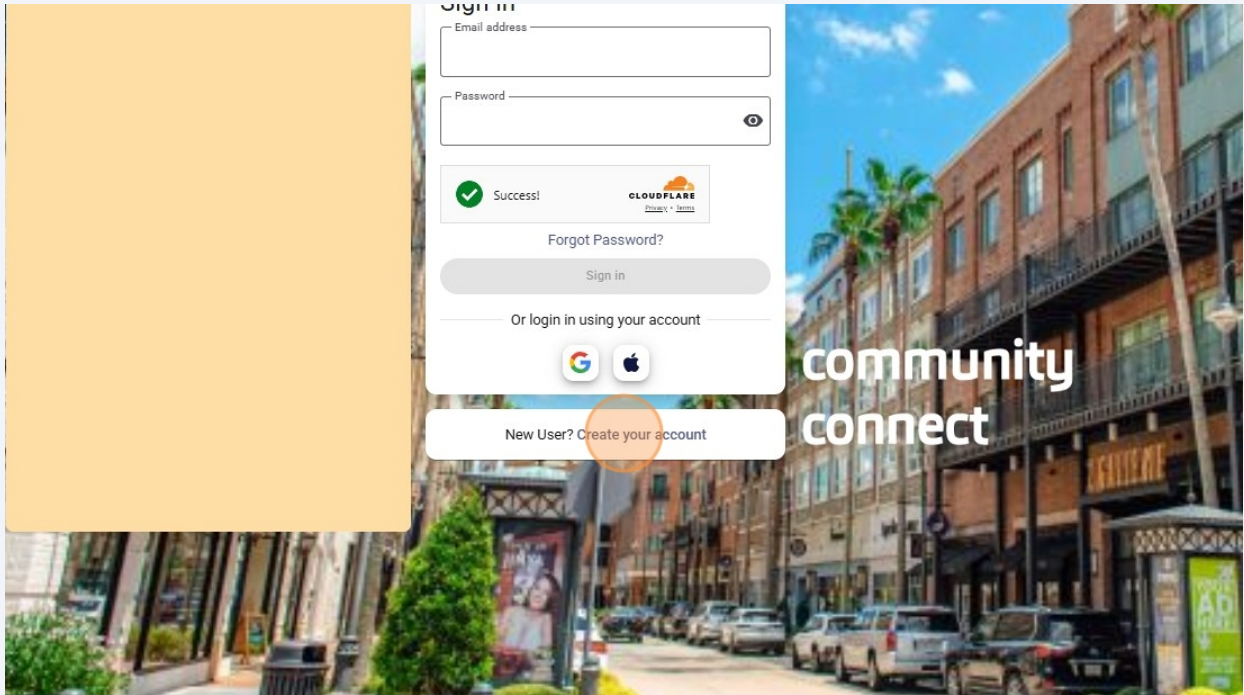


# How to Create an Account and Verify Your Email

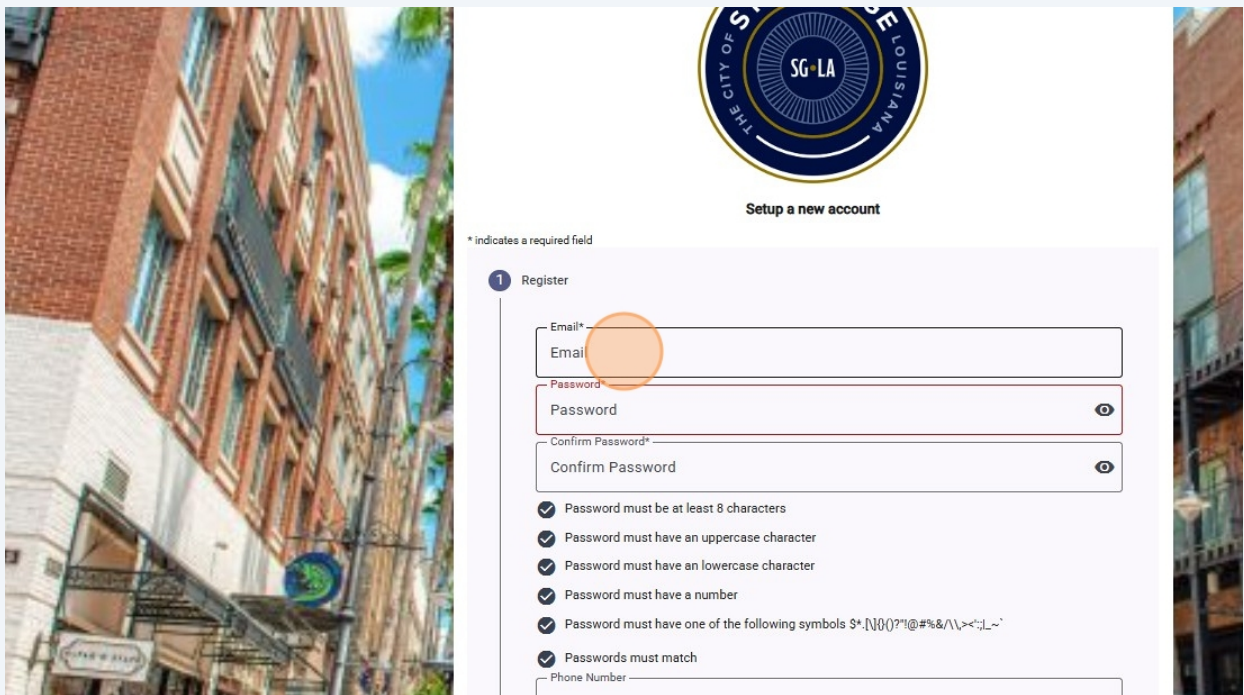
- 1 Navigate to <https://stgeorgela.ourcommunityconnect.com/login>



2 Click "Create your account"



3 Enter the Email you would like to connect to the Community Portal for Occupational License Renewal



## 4 Create a secure password

**Setup a new account**

\* indicates a required field

**1 Register**

Email\*

Password\*

Confirm Password\*

- ✓ Password must be at least 8 characters
- ✓ Password must have an uppercase character
- ✓ Password must have a lowercase character
- ✓ Password must have a number
- ✓ Password must have one of the following symbols \$\*~\00?!"@#%&^/\><~|\_-'
- ✓ Passwords must match

Phone Number

Opt In to Text Message Alerts

\*\*Messaging and data rates may apply\*\*

## 5 Reenter the password you created to confirm

**Setup a new account**

\* indicates a required field

**1 Register**

Email\*

Password\*

Confirm Password\*

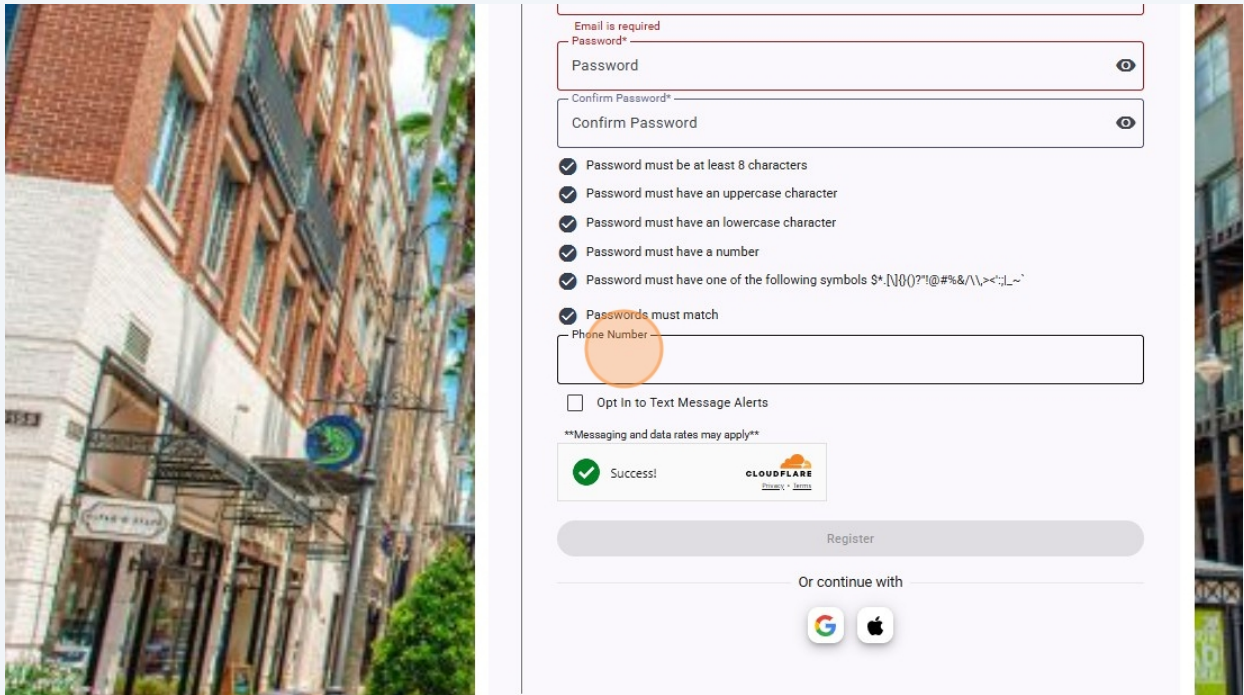
- ✓ Password must be at least 8 characters
- ✓ Password must have an uppercase character
- ✓ Password must have a lowercase character
- ✓ Password must have a number
- ✓ Password must have one of the following symbols \$\*~\00?!"@#%&^/\><~|\_-'
- ✓ Passwords must match

Phone Number

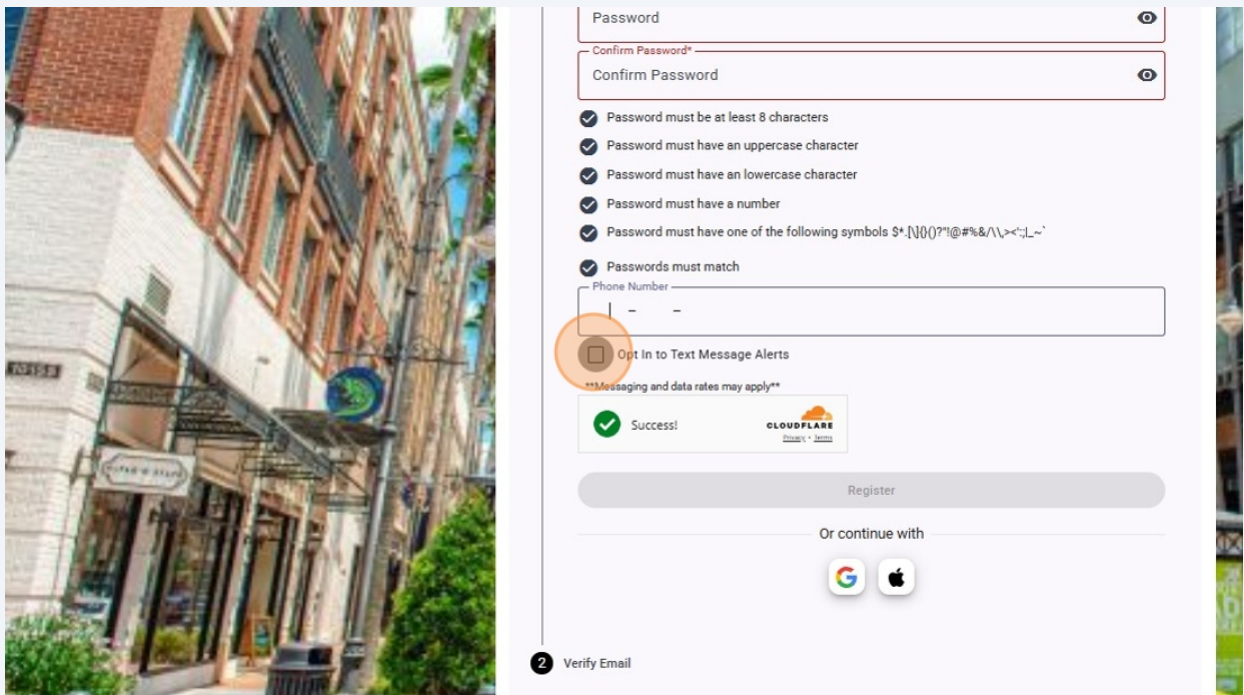
Opt In to Text Message Alerts

\*\*Messaging and data rates may apply\*\*

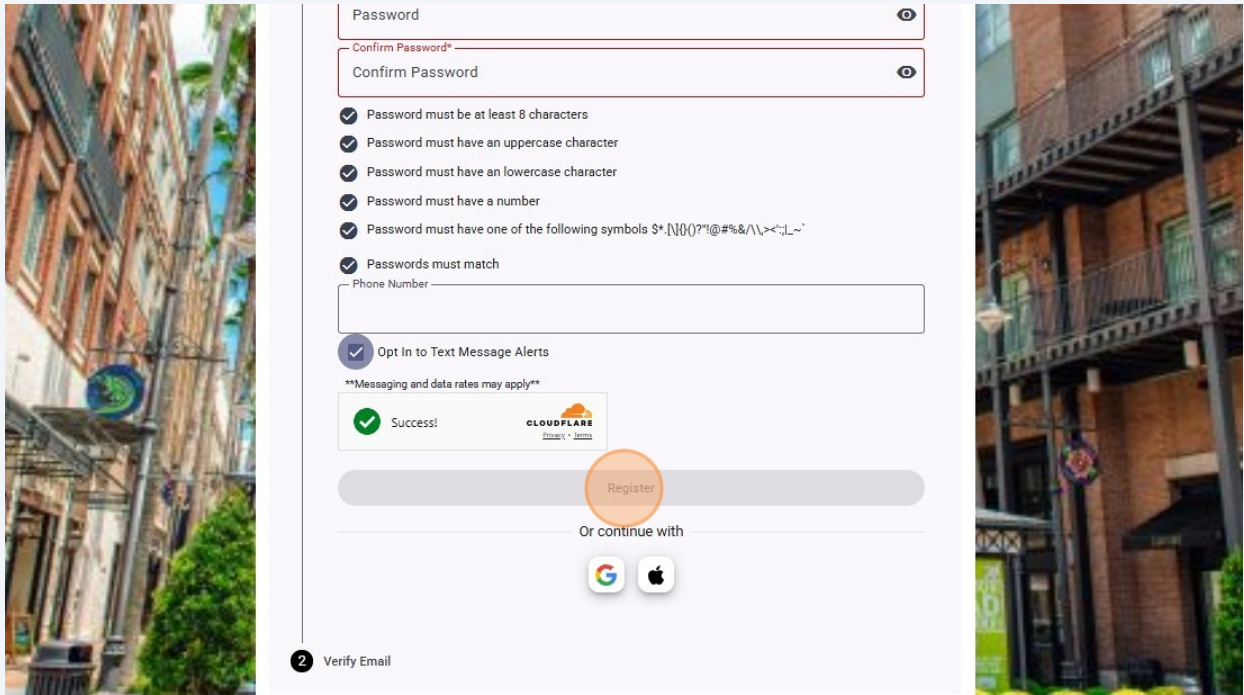
6 Enter your phone number you would like to connect to the Community Portal



7 Click the "Opt In to Text Message Alerts" if you would like to receive Text Message Alerts



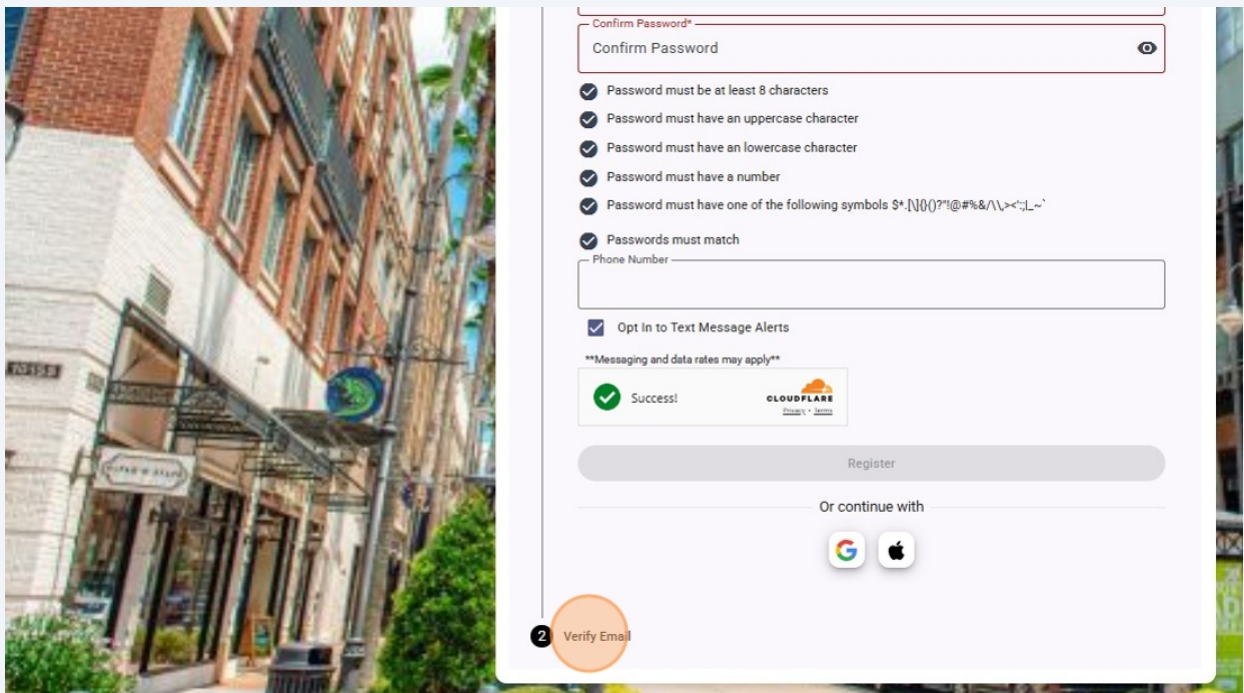
## 8 Click "Register"



Registration form interface showing fields for Password, Confirm Password, and Phone Number. The form includes a success message and a 'Register' button highlighted with an orange circle. Below the button are options to 'Or continue with' Google and Apple. A '2 Verify Email' label is visible at the bottom left of the form area.

2 Verify Email

## 9 You'll receive an email to verify and complete your Community Portal account setup



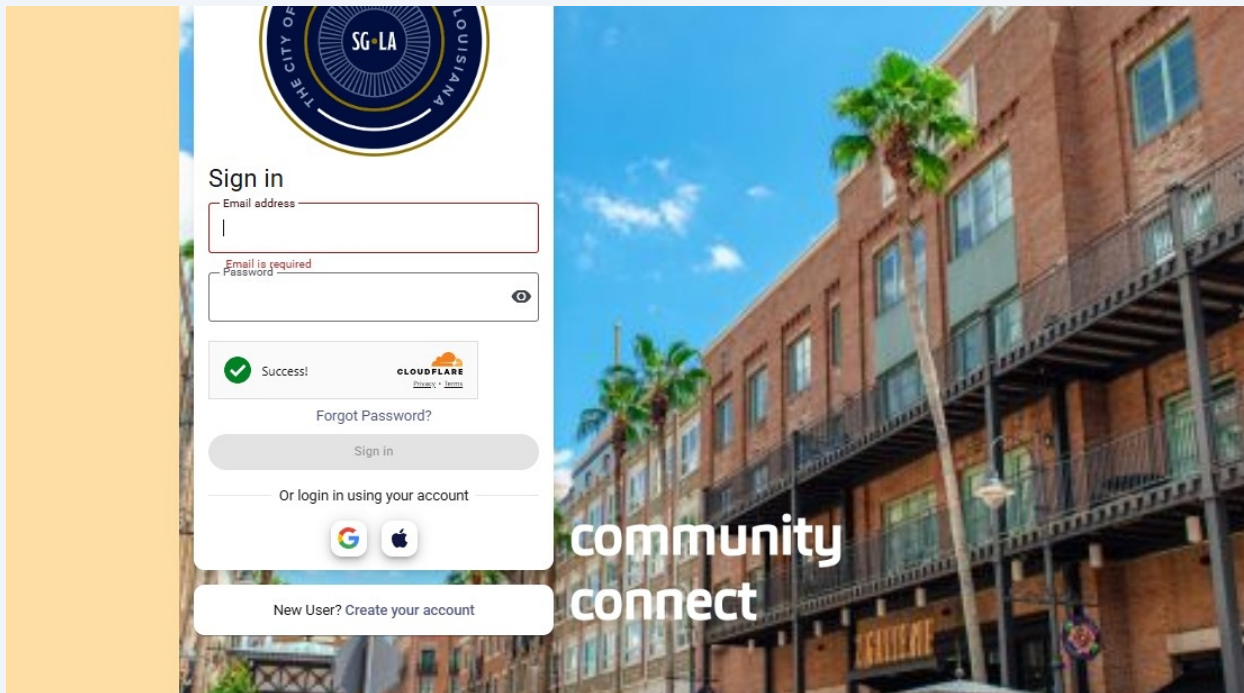
Registration form interface showing fields for Confirm Password, Password, and Phone Number. The form includes a success message and a 'Register' button. Below the button are options to 'Or continue with' Google and Apple. A '2 Verify Email' label is visible at the bottom left of the form area.

2 Verify Email

# How to File and Pay Occupational License Renewal Online

1

Once you've created your Community Portal login, Navigate to <https://stgeorgela.ourcommunityconnect.com/login> and login with the email and password you used to create the account



## 2 Click "Business Tax Link"



Welcome to the City of St. George Community Portal for Occupational License Tax

### Where to?

Business Tax



Link

## 3 Click "Submit"

### Business Tax

- Home
- Pending Returns
- Filed Returns
- Complete Returns

### Administration

- Portal Configuration

### LINK CONTACT

Please enter to your e-mail to find and link an existing contact



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## 4 Click "YES"

The screenshot shows a web application interface. On the left is a navigation menu with 'Business Tax' (Home, Pending Returns, Filed Returns, Complete Returns) and 'Administration' (Portal Configuration). The main content area is titled 'LINK CONTACT' and contains an email input field and a 'Submit' button. A modal dialog box is centered on the screen with the title 'Not found' and the text 'An existing contact was not found for this email address, would you like to create a new one?'. The dialog has two buttons: 'YES' (highlighted with an orange circle) and 'NO'.

Business Tax

- Home
- Pending Returns
- Filed Returns
- Complete Returns

Administration

- Portal Configuration

**LINK CONTACT**  
Please enter to your e-mail to find and link an existing contact

Email\*

Submit

**Not found**  
An existing contact was not found for this email address, would you like to create a new one?

YES NO

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## 5 Enter your contact information and click submit.

The screenshot shows the 'New Contact' form. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'New Contact' and contains a series of input fields: 'First Name\*', 'Last Name / Organization\*', 'Middle Name', 'Suffix', 'Address Search', 'Address 1\*', 'Address 2', 'City\*', 'State\*', 'Zip\*', 'Phone\*', and 'Email\*'. A 'SUBMIT' button is located at the bottom of the form. The 'First Name\*' field is highlighted with an orange circle.

Business Tax

- Home
- Pending Returns
- Filed Returns
- Complete Returns

Administration

- Portal Configuration

**New Contact**

First Name\*

Last Name / Organization\*

Middle Name

Suffix

Address Search

Address 1\*

Address 2

City\*

State\*

Zip\*

Phone\*

Email\*

SUBMIT

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6

Enter your Account and PIN number which can be located in the Occupation License Renewal Notice you received either through email or physical mail. Then click submit.

**Business Tax**

- Home
- Pending Returns
- Filed Returns
- Complete Returns

**Administration**

- Portal Configuration

**LINK BUSINESS**

Please enter the following details in order to find and link your business

Account Number\*

Pin\*

Submit

7

Once the account is successfully linked, you'll come back to the home screen. Click "Business Tax"



Welcome to the City of St. George Community Portal for Occupational License Tax

**Where to?**

Business Tax  
Test123

## 8 Click "Pending Returns"

### Business Tax

- Home
- Pending Returns
- Filed Returns
- Complete Returns

### Administration

- Portal Configuration

### Account Summary

TEST123

Account Number:

### Customer Info

Manage Wallet  
Link Another Account

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## 9 Click Menu, then View

Make sure the year is set to 2025

### Business Tax

- Home
- Pending Returns
- Filed Returns
- Complete Returns

### Administration

- Portal Configuration

### Pending Returns

Year: 2025

Title	Start Date	End Date ↓	Due Date	Des
Table 1	1/1/2025	12/31/2025	1/1/2026	F

MENU  
VIEW

### Account Summary

TEST123

Account Number:

### Customer Info

Manage Wallet  
Link Another Account

Version - 1.0.0.93326

## 10 Enter your gross sales and deductions and click save

Business Tax

- Home
- Pending Returns
- Filed Returns
- Complete Returns

Administration

- Portal Configuration

Table 1 (01/01/2025 - 12/31/2025)

Reference	Description	Amount
Line A	A. TOTAL GROSS ANNUAL SALES/SERVICE FOR PRIOR YEAR	\$0.00
Line B1	B1. ALLOWABLE DEDUCTIONS - PETROLEUM TAXES	\$0.00
Line B2	B2. ALLOWABLE DEDUCTIONS - UNDERTAKING AND FUNERAL DIRECTING	\$0.00
Line B3	B3. ALLOWABLE DEDUCTIONS - INTERSTATE SALES OF STOCK AND BONDS	\$0.00
Line B4	B4. ALLOWABLE DEDUCTIONS - SALES OF MOTOR VEHICLES AND BOATS	\$0.00
Line BB	BB. TOTAL ALLOWABLE DEDUCTIONS	\$0.00
Line C	C. TOTAL BASIS (TOTAL LESS DEDUCTIONS)	\$0.00
Line D	D. TAX (BASED ON TABLE TABLE 1)	\$0.00
Line E	E. INTEREST 1.25%/MONTH (IF NOT PAID BEFORE 3/1 current year)	\$0.00
Line F	F. PENALTY 5%/MONTH (IF NOT PAID BEFORE 3/1 CURRENT YEAR) - 25% MAX	\$0.00
Line G	G. TOTAL DUE (TAX + INTEREST + PENALTY)	\$0.00

Account Summary

TEST123

Account Number:

Customer Info

Manage Wallet

Link Another Account

Calculate

Save

Submit

Version - 1.0.0.93326

## 11 Enter the tax due based on the appropriate table your business reports under and click save again

Business Tax

- Home
- Pending Returns
- Filed Returns
- Complete Returns

Administration

- Portal Configuration

Table 1 (01/01/2025 - 12/31/2025)

Reference	Description	Amount
Line A	A. TOTAL GROSS ANNUAL SALES/SERVICE FOR PRIOR YEAR	\$220,000.00
Line B1	B1. ALLOWABLE DEDUCTIONS - PETROLEUM TAXES	\$0.00
Line B2	B2. ALLOWABLE DEDUCTIONS - UNDERTAKING AND FUNERAL DIRECTING	\$0.00
Line B3	B3. ALLOWABLE DEDUCTIONS - INTERSTATE SALES OF STOCK AND BONDS	\$0.00
Line B4	B4. ALLOWABLE DEDUCTIONS - SALES OF MOTOR VEHICLES AND BOATS	\$0.00
Line BB	BB. TOTAL ALLOWABLE DEDUCTIONS	\$0.00
Line C	C. TOTAL BASIS (TOTAL LESS DEDUCTIONS)	\$220,000.00
* Line D	D. TAX (BASED ON TABLE TABLE 1)	\$250.00
Line E	E. INTEREST 1.25%/MONTH (IF NOT PAID BEFORE 3/1 current year)	\$0.00
Line F	F. PENALTY 5%/MONTH (IF NOT PAID BEFORE 3/1 CURRENT YEAR) - 25% MAX	\$0.00
Line G	G. TOTAL DUE (TAX + INTEREST + PENALTY)	\$0.00

Account Summary

TEST123

Account Number:

Customer Info

Manage Wallet

Link Another Account

Calculate

Save

Submit

Version - 1.0.0.93326

**\*Key Step: you must enter the tax owed just like a paper form**

We are working with our software developers to automatically calculate this in future. Thank you for your patience and understanding while we transition to our new system.

## 12 Verify that the Total Tax due is correct and click submit

Business Tax

- Home
- Pending Returns
- Filed Returns
- Complete Returns

Administration

- Portal Configuration

Table 1 (01/01/2025 - 12/31/2025)

Reference	Description	Amount
Line A	A. TOTAL GROSS ANNUAL SALES/SERVICE FOR PRIOR YEAR	\$220,000.00
Line B1	B1. ALLOWABLE DEDUCTIONS - PETROLEUM TAXES	\$0.00
Line B2	B2. ALLOWABLE DEDUCTIONS - UNDERTAKING AND FUNERAL DIRECTING	\$0.00
Line B3	B3. ALLOWABLE DEDUCTIONS - INTERSTATE SALES OF STOCK AND BONDS	\$0.00
Line B4	B4. ALLOWABLE DEDUCTIONS - SALES OF MOTOR VEHICLES AND BOATS	\$0.00
Line BB	BB. TOTAL ALLOWABLE DEDUCTIONS	\$0.00
Line C	C. TOTAL BASIS (TOTAL LESS DEDUCTIONS)	\$220,000.00
Line D	D. TAX (BASED ON TABLE TABLE 1)	\$250.00
Line E	E. INTEREST 1.25%/MONTH (IF NOT PAID BEFORE 3/1 current year)	\$0.00
Line F	F. PENALTY 5%/MONTH (IF NOT PAID BEFORE 3/1 CURRENT YEAR) - 25% MAX	\$0.00
Line G	G. TOTAL DUE (TAX + INTEREST + PENALTY)	\$250.00

Account Summary

TEST123

Account Number: [REDACTED]

Customer Info

[REDACTED]

Manage Wallet  
Link Another Account

Calculate

Save

Submit

Version - 1.0.0.93326

## 13 Scroll down to view the payment options

Business Tax

- Home
- Pending Returns
- Filed Returns
- Complete Returns

Administration

- Portal Configuration

Table 1 (01/01/2025 - 12/31/2025)

Reference	Description	Amount
Line A	A. TOTAL GROSS ANNUAL SALES/SERVICE FOR PRIOR YEAR	\$220,000.00
Line B1	B1. ALLOWABLE DEDUCTIONS - PETROLEUM TAXES	\$0.00
Line B2	B2. ALLOWABLE DEDUCTIONS - UNDERTAKING AND FUNERAL DIRECTING	\$0.00
Line B3	B3. ALLOWABLE DEDUCTIONS - INTERSTATE SALES OF STOCK AND BONDS	\$0.00
Line B4	B4. ALLOWABLE DEDUCTIONS - SALES OF MOTOR VEHICLES AND BOATS	\$0.00
Line BB	BB. TOTAL ALLOWABLE DEDUCTIONS	\$0.00
Line C	C. TOTAL BASIS (TOTAL LESS DEDUCTIONS)	\$220,000.00
Line D	D. TAX (BASED ON TABLE TABLE 1)	\$250.00
Line E	E. INTEREST 1.25%/MONTH (IF NOT PAID BEFORE 3/1 current year)	\$0.00
Line F	F. PENALTY 5%/MONTH (IF NOT PAID BEFORE 3/1 CURRENT YEAR) - 25% MAX	\$0.00
Line G	G. TOTAL DUE (TAX + INTEREST + PENALTY)	\$250.00

Account Summary

TEST123

Account Number: [REDACTED]

Customer Info

[REDACTED]

Manage Wallet  
Link Another Account

Balance Due: \$250.00

Select a payment method

Version - 1.0.0.93326

## 14 Select your preferred payment method

Line G	G. TOTAL DUE (TAX + INTEREST + PENALTY)	\$250.00
--------	---	----------

**Balance Due: \$250.00**

**Select a payment method**

Credit Card

Checking Account

Savings Account

Payment Amount Service I

**Total**

Version - 1.0.0.93326

## 15 Enter your payment information and click Pay Now and a receipt will generate for you to save for your records

Complete Returns

Administration

Portal Configuration

Line G	G. TOTAL DUE (TAX + INTEREST + PENALTY)	\$250.00
--------	---	----------

**Balance Due: \$250.00**

**Select a payment method**

Credit Card

\* indicates required field

Card Number

Exp (MMYY)\*

CSC\*

Name\*

Save for future use?

Success!

CLOUDFLARE

Payment Amount Service I

**Total**

16

If you submit your Occupational License Renewal Return but forgot to pay, you can find it in the Filed Returns section, click Menu, then View to view and pay your renewal. At this time, the print feature is unavailable but you can either take a screenshot or you can always come back to the Community Portal to view your return. We're working to correct this as soon as possible.

Business Tax

- Home
- Pending Returns
- Filed Returns**
- Complete Returns

Administration

- Portal Configuration

Filed Returns

Year: 2025

Title	Start Date	End Date ↓	Due Date	Des
Table 1	1/1/2025	12/31/2025	1/1/2026	F

MENU  
VIEW  
PRINT

**Account Summary**  
TEST123  
Account Number: [REDACTED]

**Customer Info**  
[REDACTED]  
Manage Wallet  
Link Another Account

Version - 1.0.0.93326

17

Once you've completed your Occupational License Renewal Return and have paid, your Renewal Return can be found in the Completed Returns section.

Thank you and if you have any questions or need assistance, please contact us at [finance@stgeorgela.gov](mailto:finance@stgeorgela.gov) or 225-228-3200

The screenshot displays a web interface for business tax management. On the left is a navigation sidebar with the following items:

- Business Tax
  - Home
  - Pending Returns
  - Filed Returns
  - Complete Returns** (highlighted with an orange circle)
- Administration
  - Portal Configuration

The main content area features a table with the following data:

Line	Description	Amount
Line D	D. TAX (BASED ON TABLE TABLE 1)	\$250.00
Line E	E. INTEREST 1.25%/MONTH (IF NOT PAID BEFORE 3/1 current year)	\$0.00
Line F	F. PENALTY 5%/MONTH (IF NOT PAID BEFORE 3/1 CURRENT YEAR) - 25% MAX	\$0.00
Line G	G. TOTAL DUE (TAX + INTEREST + PENALTY)	\$250.00

Below the table, a summary row indicates: **Balance Due: \$250.00**

Underneath the table is a section titled "Select a payment method" with a radio button selected for "Credit Card". Below this, there are input fields for:

- Card Number
- Exp (MMYY)\*
- CSC\*
- Name\*

A note states: \* indicates required field. On the right side of the payment form, there is a vertical sidebar with labels: Payment, Amount, Service I, and Total.